

WE'RE HIRING!

Come join our team!

*Aliceville Manor Nursing Home
is seeking a licensed social worker.*

Education: Must possess, as a minimum, a minimum of a bachelor's degree in social work or a human services field including sociology, gerontology, special education, rehabilitation counseling, psychology, etc.

- Master of Social Work (MSW) or related field preferred. Experience.
- Must have, as a minimum, two (2) year(s) social work experience in a health care setting working directly with individuals.
- One to two (1-2) years of supervisory experience preferred.

10/19-10/26



Aliceville Manor Nursing Home

"Building Friendships Since 1975"

E.O.E.

703 17th Street NW • Aliceville • 373-6307

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Director of Social Services

Name:	Date of Hire:
Supervisor:	Hours:
Primary Purpose of this Position	
The primary purpose of this position is to plan, organize, develop and direct the overall operation of the facility social services department in accordance with current federal, state and local standards, guidelines and regulations and as directed by the Administrator.	

Legend			
(1) Potential Risk Exposure to Blood and Body Fluids (√ = yes)	(1) Risk Exposure	(2) Essential Function	(3) Safety Factors
(2) Essential Function (√ = yes)			
(3) Safety Factors:			
RM = Repetitive motion			
WL = Weight lifting requirement			
SB = Sitting, standing and bending prolonged			
Note: Information explaining the above is located on the last page of this job description.			
Duties and Responsibilities			
Administrative Functions			
Plan, develop, organize, implement, evaluate and direct the social service programs of the facility.		√	SB
Interview residents or family members as necessary to obtain social history.	√	√	
Provide information to resident/families as to Medicare/Medicaid and other financial assistance programs available to the resident.	√	√	
Refer resident/families to appropriate social service agencies when the facility does not provide the services or needs of the resident.	√	√	
Assist in standardizing the methods in which work will be accomplished; collaborate with staff and other departments to develop workflow efficiencies and streamline business practices to reduce costs and eliminate waste.		√	
Assist in developing and implementing department policies and procedures.		√	SB
Review and update departmental job descriptions at least annually.		√	SB
Assist in arranging transportation to other facilities when necessary.		√	
Assure that social service progress notes are informative and descriptive of the services provided and of the resident's response to the service.		√	SB
Coordinate social services activities with other departments as necessary.		√	
Attend quality assurance and performance improvement (QAPI) meetings and help develop and implement plans of action to address identified deficiencies.		√	
Develop and maintain a community and social services referral file of agencies and organizations that provide assistance to residents.		√	
Interpret the department's policies and procedures to employees, residents, visitors, government agencies, etc.		√	
Keep abreast of current federal and state regulations as well as professional standards and make recommendations on changes in facility policies and procedures to the Administrator.		√	SB

Legend			
(1) Potential Risk Exposure to Blood and Body Fluids (√ = yes)	(1) Risk Exposure	(2) Essential Function	(3) Safety Factors
(2) Essential Function (√ = yes)			
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RM = Repetitive motion			
WL = Weight lifting requirement			
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Duties and Responsibilities			
Prepare reports and provide recommendations to the Administrator concerning the operation of the social services department.		√	SB
Participate in community planning related to the interests of the facility and the services and needs of the resident and family.		√	
Participate in facility surveys (inspections) made by authorized government agencies as necessary or as directed.		√	SB
Review and develop a plan of correction for social service deficiencies noted during survey inspections and provide a written copy of such to the Administrator.		√	SB
Review departmental complaints and grievances from personnel and make written reports to the Administrator of action(s) taken; follow facility's established procedures.		√	SB
Committee Functions			
Serve on various committees as directed by the Administrator.			
Care Plan and Assessment Functions			
Complete resident assessments and attend care planning meetings in accordance with Omnibus Budget Reconciliation Act (OBRA) guidelines.	√	√	
Participate in care planning meetings and help develop goals and objectives that address each resident's identified problems and needs.		√	SB
Ensure that social services components of the Minimum Data Set (MDS) are completed and signed on a timely basis.		√	
Participate in regularly scheduled reviews of resident discharge plans.		√	
Review nurses' notes to determine if the care plan is being followed; report problem areas to the Director of Nursing.		√	SB
Personnel Functions			
Assist in standardizing the methods in which work will be accomplished; collaborate with staff and other departments to develop workflow efficiencies and streamline business practices to reduce costs and eliminate waste.		√	
Determine departmental staffing requirements.		√	
Assist in recruiting, selecting and training department personnel.		√	
Conduct departmental performance evaluations in accordance with the facility's policies and procedures.		√	SB
Counsel/discipline department personnel as requested or as necessary.		√	
Make daily rounds to assure that social services personnel are performing required duties and to assure that appropriate social services procedures are being rendered to meet the needs of the facility.		√	SB

Legend			
(1) Potential Risk Exposure to Blood and Body Fluids (√ = yes)	(1) Risk Exposure	(2) Essential Function	(3) Safety Factors
(2) Essential Function (√ = yes)			
(3) Safety Factors: RM = Repetitive motion WL = Weight lifting requirement SB = Sitting, standing and bending prolonged			
Note: Information explaining the above is located on the last page of this job description.			
Duties and Responsibilities			
Review and check competence of social services personnel and make necessary adjustments/corrections as required or that may become necessary.		√	
Schedule department work hours (including vacation and holiday schedules), personnel, work assignments, etc., to expedite work.		√	SB
Terminate employment of personnel when necessary; document and coordinate such actions with the Director of Human Resources and/or the Administrator.		√	
Staff Development Functions			
Develop (or acquire) and conduct in-service programs relevant to departmental staff.		√	SB
Safety and Sanitation Functions			
Develop and implement safety standards for the department.		√	SB
Equipment and Supply Functions			
Check supply rooms to assure that needed supplies are on hand to perform assigned tasks.		√	SB
Make periodic rounds to assure that necessary equipment is available and working properly.		√	SB
Place orders for equipment and supplies as necessary or as required.		√	SB
Recommend to the Administrator the equipment and supply needs of the department.		√	
Budget and Planning Functions			
Forecast and prepare the department's budget for equipment, supplies and labor and submit to the Administrator for review, recommendations and approval.		√	SB
Maintain current written records of department expenditures and assure that adequate financial records and cost reports are submitted to the Administrator upon request or as necessary.		√	SB
Make departmental adjustments in order to conform to approved budget and/or as dictated by an analysis of the monthly operating statement.		√	SB

Working Conditions

- ☐ Works in office areas as well as throughout the facility and its premises.
- ☐ Moves intermittently during working hours.
- ☐ Is subject to frequent interruptions.
- ☐ Is subject to hostile and emotionally upset residents, family members, visitors, etc.
- ☐ Works beyond normal working hours and on weekends and holidays and other shifts as necessary.
- ☐ Is subject to callback during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).
- ☐ Attend and participate in continuing education programs.
- ☐ Communicates with nursing, and other department personnel.
- ☐ Is subject to injury from falls, burns from equipment, odors, etc., throughout the workday as well as reactions from dust, disinfectants, tobacco smoke and other air contaminants.
- ☐ Is subject to pressure from multiple/emergency calls.
- ☐ Is subject to exposure to infectious waste and pathogens.

- ☐ May be subject to the handling of and exposure to hazardous chemicals.

Education

- ☐ Must possess, as a minimum, a minimum of a bachelor's degree in social work or A human services field including sociology, gerontology, special education, rehabilitation counseling, psychology, etc.
- ☐ Master of Social Work (MSW) or related field preferred.

Experience

- ☐ Must have, as a minimum, two (2) year(s) social work experience in a health care setting working directly with individuals.
- ☐ One to two (1-2) years of supervisory experience preferred.

Specific Requirements

- ☐ Must be able to read, write, speak and understand the English language.
- ☐ Must possess the ability to make independent decisions when circumstances warrant such action.
- ☐ Must demonstrate the knowledge and skills necessary to provide care appropriate to the age-related needs of the residents served.
- ☐ Must be a supportive team member, contribute to and be an example of team work and team concept.
- ☐ Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
- ☐ Must possess leadership ability and willingness to work harmoniously with and supervise other personnel.
- ☐ Must have patience, tact, cheerful disposition and enthusiasm as well as be willing to handle residents based on whatever cognitive level in which they are currently functioning.
- ☐ Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing social services.
- ☐ Must be a member in good standing with state or national licensing and accrediting bodies.
- ☐ Must be able to relate information concerning a resident's condition.
- ☐ Must not pose a direct threat to the health or safety of other individuals in the workplace.

Physical and Sensory Requirements (with or without the aid of mechanical devices)

- ☐ Must be able to move intermittently throughout the workday.
- ☐ Must be able to speak and write English language in an understandable manner.
- ☐ Must be able to cope with the mental and emotional stress of the position.
- ☐ Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
- ☐ Must meet the general health requirements set forth by the policies of this facility which include a medical and physical examination.
- ☐ Must function independently, have flexibility, personal integrity, and the ability to work effectively with other personnel.
- ☐ Must have a pleasant speaking voice.
- ☐ Must be able to push, pull, move and/or lift a minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull, move and/or carry such weight a minimum distance of 50 feet.
- ☐ May be necessary to assist in the evacuation of residents during emergency situations.

Job Position Analysis Information

(1) Risk Exposure to Blood/Body Fluids Column:

A check mark (✓) entered into this column indicates the risk potential of your exposure to blood or body fluids. Established procedures identify the appropriate personal protective equipment (PPE) that you should use when performing this task.

(2) Essential Functions Column:

A check mark (✓) entered into this column indicates that you may be required to perform this task.

(3) Safety Factors Column:

RM = Repetitive Motion:

A “RM” in this column indicates that it will be necessary for you to perform some functions of this task repeatedly. When such tasks are not performed properly injury can result. Established procedures identify the precautions and/or equipment that should be used.

WL = Minimum Weight Lifting Requirement:

A “WL” in this column indicates that it will be necessary for you to perform functions of this task that require some lifting, moving, pushing or pulling. When such tasks are not performed properly injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task. **Minimum** weight lifting requirements that you must perform are located in the “Physical and Sensory Requirements” section of this job description.

SB = Prolonged Sitting, Standing and Bending:

A “SB” in this column indicates that some functions of this task require you to sit, stand or bend for an extended period of time. When such tasks are not performed properly injury can result. Established procedures identify the precautions and/or equipment that should be used when performing this task.

Acknowledgment

I have read this job description and fully understand that many of the requirements set forth therein have been determined to be essential to this position (noted in Column 2). I hereby accept the position of **Director of Social Services** and agree to perform the tasks outlined in this job description in a safe manner and in accordance with the facility’s established procedures. I understand that as a result of my employment I may be exposed to blood, body fluids, infectious diseases, air contaminants (including tobacco smoke) and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the **Hepatitis B Virus** and that the facility will make available to me, free of charge, the hepatitis B vaccination. I also understand I may not release/disclose protected health or facility information without proper authorization.

I understand that my employment is at-will and therefore understand that my employment may be terminated at-will either by the facility or by me, and that such termination can be made with or without notice.

Date:	Signature-Director of Social Services:
Date:	Signature-Administrator: